

# **Industry Development Guide**

## **Criteria for Approving New Youth Apprenticeship Occupations**

It is recommended that new youth apprenticeship occupations meet the following criteria:

1. The industry/occupational cluster is a stable or growth industry in the state, which is in need of skilled workers, as demonstrated by labor market information and/or industry testimony.
2. The industry provides good jobs with sustainable wage levels.
3. There is a career ladder and/or advancement potential for entry level employees within the industry without extensive educational requirements.
4. Jobsites are available statewide for youth apprentices or there is significant regional concentration of employment opportunities.
5. Businesses within the industry are committed to assisting with program development and hiring youth apprentices.
6. Training provided by the youth apprenticeship program will result in higher entry level wages and/or opportunities within the industry upon program completion.
7. At least one or more of the following:
  - Industry-based curriculum is available which can be adopted or adapted for high school age youth.
  - Technical college curriculum is available which can be adopted or adapted for high school youth, and which will teach the required competencies.
  - National or state industry skill standards are available on which curriculum can be based.
  - Funding is available from public or private sources to develop the curriculum.
  - Adult Apprenticeship curriculum is available.

# **Development Process and Deliverables for Youth Apprenticeship Curriculum Materials**

## **Process to Develop New Areas**

### **1. Research selected industry/occupation**

- Address 1-7 criteria for approving
- Check national skill standards
- Research classroom resources for instruction: high school, technical college, business
- Identify appropriate stakeholders to be involved in the process
- Review child labor laws for potential problems

### **2. Develop/organize advisory group**

- Youth Apprenticeship Coordinators
- Business (ask ya coordinators to help identify interested businesses)
- Employer Associations
- Technical College Advisory Groups
- Technical College Instructors
- High School Instructors

### **3. Develop list of specific competencies**

- Input from advisory group
- Gather and review technical college course outcome summaries
- Use national skill standards, as appropriate
- Align with state recognized Career Pathways
- Review any industry curriculum available

### **4. Market and implement new program**

- Orient coordinators
- Request assistance from employer associations
- Identify employers to hire students

## **Required Components (deliverables)**

### **1. Skill Standards and Checklist**

- List of competencies to be performed at the worksite
- List of core abilities to be demonstrated at the worksite
- List of safety procedures to be demonstrated at work site

### **2. Curriculum Overview**

- Overview of curriculum for instructors, employers and YA Coordinators
- Short description of each course
- Child Labor rules that apply
- Related instruction outcome summary for each course

### **3. Related Instruction Outcome Summary – (WIDS Above the Line)**

- Recommended related instruction/courses
  1. Technical College
  2. Industry
  3. High School
- Minimum requirement of instructional hours
- Recommended prerequisites
- Recommended textbooks and/or resource materials and ordering information
- List of competencies/standards
- Method of evaluation for both classroom and worksite performance

### **4. Statewide orientation/training/workshop/marketing for all stakeholders**